

Medical Command

ANNUAL TRAINING AND PLANNING REQUIREMENTS AND PROCEDURES

This instruction establishes the directive requirements for annual medical training and planning. Use this instruction with AFPD 41-1, Health Care Programs and Resources and AFI 41-106, Medical Readiness Planning and Training. It incorporates general planning and training concepts from NGR (AF) 169-01 which has been rescinded. It applies to all Air National Guard medical units.

SUMMARY OF CHANGES

This revision addresses the change from a 3-year to a 4-year training cycle and identifies the planning required to comply with this instruction.

1.1. Functional Area Responsibilities. This instruction establishes the procedures to be followed for Air National Guard (ANG) medical units and personnel in the performance of their annual training. The intent of the four-year training cycle is to allow units to support base requirements as well as comply with existing medical readiness training requirements and skills sustainment training (Enlisted Specialty Training). This schedule is designed to reinforce medical readiness training skills and AFSC/sustainment training skills on an alternating yearly basis. The following is an example of how to plan your training cycle.

1.1.1. 1st Year-Units requiring initial CMRT: Two weeks at Alpena.

1.1.1.1. Units requiring refresher training: One week at Alpena and one week for home station training to support base activities (such as OREs).

1.1.2. 2nd Year - One week to support base ORI.

1.1.2.1. One week for hospital training.

1.1.3. 3rd Year - OCONUS/Humanitarian Deployment.

1.1.4. 4th Year - Two weeks for hospital training.

1.2. It is the Medical Commander's responsibility to ensure all medical personnel participate in the units training program to the fullest extent possible.

2.1. Annual Training Requirements. Schedule hospital training at an active duty Air Force Medical Treatment Facility (MTF)

2.1.1. Minimum of 15 inpatient-bed capacity.

2.1.2. ACC Gained Units - schedule training at an ACC MTF a minimum of every four years. The performance of training during interim years may be performed at an MTF of any MAJCOM that meets the standards of 2.1.1.

2.1.3. AMC Gained Units - training may be accomplished at any active duty Air Force MTF that meets the standards of 2.1.1.

3.1. Planning and Scheduling of Annual Training:

3.1.1. Unit Training - CONUS:

3.1.2. Select and contact a CONUS active duty MTF and receive return written approval from the MTF for requested tour of duty. Ensure billeting is available.

3.1.3. Identify training requirements, both unit and individual, to be accomplished during the annual training tour.

3.1.4. Request airlift as far in advance of the airlift date as possible, but at least 60 days prior to deployment.

3.1.5. Medical personnel assigned to squadron medical elements (SME) and geographically separated units (GSU) will be included in the annual training plan of the parent organization.

3.1.6. Medical commanders should request a meeting with the host MTF commander or designee for the purpose of conducting an end of tour briefing. This briefing, when conducted, should include the positive as well as the negative aspects of the tour; EST tasks accomplished, in-service classes conducted/attended, CMRT accomplished, billeting, transportation, etc.

3.2. Unit Training - OCONUS:

3.2.1. ANGR/SGX will select the units to deploy OCONUS based upon the following criteria:

3.2.1.1. A minimum of "SATISFACTORY" on the most recent Health Services Readiness Inspection (HSRI).

3.2.1.2. Not have deployed OCONUS, as a unit, within the past four years.

3.2.1.3. Performed Continuing Medical Readiness Training (CMRT) at the Medical Readiness Training Site (MRTS), Alpena, MI, within the past four years.

3.2.2. Units that meet the criteria in 3.2.1. can apply for an OCONUS tour by submitting a letter of request, through their chain of command, to arrive at ANGRC/SGXM between 1 Jan and 28 Feb. Applications will be considered for OCONUS tours to be conducted the following fiscal year.

3.2.3. Upon notification of selection for an OCONUS tour, units will be given the approval to initiate communication with the OCONUS MTF. The ANG medical unit will follow the guidance in 3.1., regarding training requirements, airlift and end-of-tour briefing.

3.3. After-Action Reporting, RCS: HAF-SGH(AR)7901:

2 Attachments

1. Annual Training Plan FY-____
w/3 appendices
2. Annual Training Checklist

OFFICIAL

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Acting Chief
Administrative Services

3.3.1. Upon completion of the CONUS or OCONUS tour (within 30 days of tour completion) ANG medical units are required to submit an after-action report to ANGRC/SGX. (This report is designated emergency status and precedence code C-2, Continue reporting, Normal. Transmission during MINIMIZE does not apply). This report will include, but not be limited to, the following:

3.3.1.1. Training received.

3.3.1.2. Adequacy of billeting arrangements.

3.3.1.3. Any difficulties encountered.

3.3.1.4. Highlights of the deployment.

3.3.1.5. Medical treatment facility's comments.

3.3.1.6. ANG medical unit's comments

3.3.1.7. Any medical intelligence that may be helpful for future deployments.

PHILIP G. KILLEY
Major General, USAF
Director, Air National Guard

999th Medical Squadron
Stead AFB, NV
85706-5312

Annual Training Plan FY-____

A1.1. GENERAL:

A1.1.1. Statement of actual event--example: The 999th Medical Squadron will perform annual training during the period 12 Aug 94 at the USAF Hospital, Patrick AFB, FL.

A1.1.2. Purpose of annual training--example: The purpose of this annual training is to provide AFSC specific and medical readiness training as requested.

A1.2. MISSION:

A1.2.1. Peacetime Mission--example: The primary mission of the ANG medical service is to monitor the physical health and fitness of all members, monitor the workplace to ensure the occupational health standards are met, and the toxic material and waste disposal practices meet federal, state, and local standards. During peacetime, the ANG medical service trains health care personnel in combat and disaster medicine such that they may assume a distinct role in Air Force medical operations in the event of mobilization or during a natural disaster or civil unrest.

A1.2.2. Wartime Mission--example: The wartime mission is to provide support for aircrews and unit personnel of the 999th Airlift Wing. The deployed wartime mission is to provide trained personnel to support 2E, ATH, and ASF operations.

A1.3. TRAINING OBJECTIVES:

A1.3.1. General Objectives. Statement of general objectives--example: This training objective during this deployment period is to provide assigned members with the opportunity to acquire, develop and refresh those medical skills necessary for duty performance in their assigned AFSC. Additionally, training will enhance the readiness capability of the unit in order to more effectively perform its mission in support of the 999th Airlift Wing.

A1.3.2. Specific Training Objectives. Example: See attached Personnel Annual Training Data sheets. (JQS AFSC specific requirements not available at home station, medical readiness Corps training requirements IAW AFI 41-110, chapter 5, section C should be addressed here).

A1.3.3. Special Training Requests. List all additional training objectives you would like to accomplish during AT, e.g.: ACLS training, Combat Arms Training, CMRT, CPR, etc. (Specify what training aids or facilities may be required from the host, e.g.: CPR training for 22 personnel, mannequins and room only, deploying unit will provide instructors).

A1.3.4. Requested Briefing. List briefings that you would like to have host facility provide, for example: Quality Assurance/Risk Management Briefing, Host MTF safety procedures, Infection Control.

A1.4. COMMAND AND CONTROL:

A1.4.1. Unit Commander will:

A1.4.1.1. Maintain liaison with host facility commander.

A1.4.2. Health System Specialist will:

A1.4.2.1. Publish administrative orders for deploying personnel.

A1.4.2.2. Coordinate travel to and from host MTF and arrange base transportation as needed.

A1.4.2.3. Coordinate activities with POC at host MTF.

A1.4.3. Unit EST Manager will:

A1.4.3.1. Ensure training requirements are identified prior to deploying.

A1.4.3.2. Ensure training records are packaged and deployed with unit personnel.

A1.5. LOGISTICS AND PLANNING:

A1.5.1. Credentials/Licenses/Certification. The 999th Medical Squadron will provide all required credentials, licenses, and certification to USAF Hospital, Patrick AFB, FL, NLT 90 days prior to arrival for annual training. Send credentials via certified mail.

A1.5.2. Site Survey. Recommend that you schedule a site survey or at the very least, written or verbal confirmation, at least 60 days prior to start of annual training, for final planning and/or coordination. Recommended site survey team composition include: Medical Commander, Administrator, Chief Nurse and Health Systems Manager.

A1.5.3. Billeting. Example: On-base billeting has been requested at the host facility. Billeting requirements are as follows:

	Male	Female
Officer (06)	0	1
Officer (01-05)	4	2
Enlisted (E9)	1	1
Enlisted (E7-E8)	4	2
Enlisted (E2-E6)	14	12

A1.5.4. Meals. Statement should be made as to availability of meals for officer and enlisted personnel.

A1.5.5. Military Appearance. All personnel will be in compliance with applicable directives.

A1.5.6. Roster of Deploying Personnel. It is recommended that you attach a roster of personnel (see appendix B).

Commander's Signature

3 Appendices

A. Distribution Page

B. Personnel Roster

C. Data sheets-Personnel

999th Medical Squadron
Stead AFB, NV
85707-5312

Distribution:

Number of Copies

USAF Hospital, Patrick AFB, FL
TAG, NV
999th AW/CC
Active Duty Advisory Unit
999th Medical Squadron, as required
SME or GSU, as applicable

5
1
1
1
1
1

999th Medical Squadron
Stead AFB, NV
85707-5312

PERSONNEL ROSTER

NAME	RANK	GENDER	AFSC	TITLE
BEE, Catherine	Lt	F	46N1	Nurse
BRIDGE, Thomas	Lt Col	M	47G3	Dental Officer
DEBOSS, Charles F.	Col	M	48G4	Commander
DOCH, Amella M.	Lt Col	F	48G3	Ch, Clinical Svcs
ECAMP, William G.	Maj	M	43E3	Bioenvironmental
KARE, Edward M.	Lt Col	M	46N4	Chief Nurse
PLAIN, Henry T.	Maj	M	48G3	Ch, Aeromedical Svcs
TOO, Michael F.	Lt Col	F	41A4	Administrator
CHARGE, Roberta B.	CMSgt	F	4A091	Sr Health Technician
CARSON, James T.	SSgt	M	4E051	Ch, Public Health Svcs
EMT, George F.	SSgt	M	4F150	Dental Technician
FOWLE, Stephen	SrA	M	4N031	Medical Lab Technician
PETERSON, Morris T.	SSgt	M	4P051	Ch, Pharmacy
SCOTT, Dennis	SSgt	M	4R051	Radiology Specialist

PERSONNEL ANNUAL TRAINING DATA**UNIT:** 999th Medical Squadron **TRAINING DATES:** 12-26 Aug 94**NAME:** Stevenson, Margaret **GENDER:** Female**GRADE:** SrA **SSN:** 123-45-6789**PAFSC:** 4N031**DAFSC:** 4N051**2AFSC:****CIVILIAN OCCUPATION:** Student**CIVILIAN EDUCATION:** Pursuing nursing degree**MILITARY EDUCATION:** Medical Services Specialist Course**EST STATUS:** B**CPR EXPIRATION DATE:** 10 Dec 94**EMT:** YES _____ NO X **PRIMARY DUTY ASSIGNMENT:** Immunizations**ADDITIONAL DUTY ASSIGNMENT(S):** All 4N031 duties/work areas**EST OBJECTIVES:**

JQS TASK ELEMENTS	OBJECTIVE
1. 8e 14, 15	Vital signs (I.O. cardiac dysrhythmias and nurlal checks.
2. 8i	Perform specimen collection and special procedures.
3. 9a (a) (15)	Perform special airway procedures.

READINESS TRAINING OBJECTIVES: Mass Casualty Exercise**OTHER TRAINING OBJECTIVES:**

ANNUAL TRAINING CHECKLIST

- A2.1. Select site and dates (Primary and Alternate)
- A2.2. Request permission to train at MTF (365 days prior)
- A2.3. Identify unit training needs (180 days prior)
- A2.4. Establish training plan (180 days prior)
- A2.5. Request base information-messing, billeting, facilities, etc. (180 days prior)
- A2.6. Conduct site survey (90-120 days prior)
- A2.7. Submit training plan to host MTF (90 days prior)
- A2.8. Submit NGB Form 214-R to ANGRC/SGXM (at least 60 days prior)
- A2.9. Request orders (60 days prior)
- A2.10. Confirm billeting reservations (60 and 30 days prior)
- A2.11. Request final training schedule from MTF (60 days prior)
- A2.12. Distribute AT notification letters to unit members
- A2.13. Request consolidated roll-call/end of tour checks (45 days prior)
- A2.14. Distribute orders (45 days prior)
- A2.15. Request in-service training schedule from MTF
- A2.16. AT briefing (home station and AT site) (UTA prior to departure)
- A2.17. Prepare aircraft manifests
- A2.18. Finalize billeting arrangements
- A2.19. Distribute training records (at AT site)
- A2.20. Return training records (at AT site)
- A2.21. Update AF Form 1320A